

# Courtesy Copy Policy

Please review the District's ECF Policies and Procedures which set forth the requirements for judge's courtesy copies, specifically [Rule 5](#).

Pursuant to the rule, a courtesy copy of ALL DISPOSITIVE MOTION PAPERS, including responses and replies, and all accompanying exhibits should be submitted to chambers. Exhibits must be tabbed, using labels which extend beyond the side of the paper. Motions must be bound on the left side. The Court will not accept documents loosely secured with a rubber band or binder clip. A printed copy of the Notice of Electronic Filing must be attached to the front of the paper. The chamber's copy must be sent via first class mail the same day the document is e-filed, unless it relates to a court proceeding scheduled within the next five days or otherwise requires the immediate attention of the Court, in which case the chambers copy must be hand-delivered to chambers not later than the morning of the next business day after the document is e-filed.

Courtesy copies are similarly required for any non-dispositive motion papers where the brief and its accompanying exhibits exceed twenty pages in total length. Unless specifically requested, courtesy copies are not favored for filings of shorter length.